

Appendix A

NUCLEAR DATA ADVISORY GROUP (NDAG) MEMBERSHIP POLICY

July 2014

Size and Composition of the NDAG

The membership of the NDAG shall be limited to twenty members. Members do not receive funding support from the Nuclear Criticality Safety Program, except for the Chair who is supported as appropriate to the specific tasks and roles on the NDAG. The NDAG may form unofficial subcommittees, working groups or mentoring relationships comprised of non-NDAG members as needed. However, these ad-hoc participants are not voting members of the NDAG nor are they funded directly by the NCSP. All NDAG Members are appointed and serve with the approval of the NCSP Manager.

NDAG Member Qualifications

The following are minimum qualification requirements of eligibility for membership on the NDAG.

1. Must have demonstrated professional excellence in at least one of the technical areas of the NCSP.
2. Must have demonstrated an understanding of the role of the NCSP technical infrastructure in support of the Mission and Vision of the NCSP.
3. Once appointed to the NDAG, membership is maintained by active participation in NDAG activities. On an annual basis, the NCSP Manager and NDAG Chair assess the participation level of each member and determine whether continued membership is appropriate.

Selection of New NDAG Chair

The NDAG chair is elected by the NDAG membership to a three-year term using the following election procedure whenever there is a vacancy in the chair position or prior to the start of the fourth quarter during the last year of the three-year term of the current chair:

1. In the event there is an unexpected vacancy in the NDAG chair position, the NCSP Manager appoints an interim NDAG chair to oversee the election of the NDAG chair using the subsequent procedure; otherwise, the current NDAG chair oversees the election process. The Head of the National Nuclear Data Center (NNDC), who is not eligible for the NDAG chair position, will serve as an independent counter of the votes during the chair election process.
2. With the exception of the Head of NNDC, the pool of candidates for the chair position is the existing body of the NDAG membership, including the current

- NDAG chair. Prior to the election process, NDAG members should notify the current chair if they wish to be considered for the chair position.
3. Prior to the election, each candidate must submit documentation (e.g., email, memo, etc.) to the current NDAG chair stating that their respective site line manager supports their consideration for NDAG chair and authorizes them to serve if elected to the chair position.
 4. Once the pool of chair candidates is finalized, the election process is initiated, and the NDAG membership submits their respective vote to the NDAG chair and Head of NNDC. The NDAG chair and Head of NNDC tally the votes. Once the election results are confirmed between the NDAG chair and Head of NNDC, the NDAG Chair communicates the final results to the NDAG. The chair elect is the candidate with the majority of votes from the NDAG membership.
 5. In the event there is a tie, a “run-off” election is held between the candidates with the same number of votes. The same voting process as the general election is used for the run-off election. The NDAG chair communicates the final result to the NDAG membership.
 6. Once the election is complete and the new chair is elected, the current NDAG chair communicates the final result to the NCSP Manager for review and approval.
 7. Once approved by the NCSP Manager, the chair elect assumes the NDAG chair position at the beginning of the next fiscal year unless there is an interim NDAG chair in place due to an unexpected vacancy in the chair position. If there is an unexpected vacancy, the above election procedure is performed as soon as possible when the vacancy occurs. Once the election process is completed following a vacancy, the chair elect assumes the NDAG chair position after the election process is completed.

Selection of New Members

When NDAG membership position(s) are vacant and the NDAG determines the need to fill the vacant position(s), each new member is nominated and elected via the following process.

1. The existing NDAG membership submits nominations to the NDAG chair for new members who meet the NDAG Member Qualifications.
2. For each nomination, the candidate provides a current resume to the NDAG Chair, and the NDAG chair distributes the resume to the NDAG for review.
3. If the number of candidate nominations is less than or equal to the number of available positions on the NDAG, The NDAG votes on each candidate. A candidate becomes an official nominee for NDAG membership with a majority of acceptance votes from the NDAG. The name and qualification package for each nominee is forwarded to the NCSP Manager for review and approval.
4. If the number of candidate nominations is greater than the number of available

positions on the NDAG, the NDAG votes on the candidates, and the candidates receiving the most acceptance votes becomes the official nominees to fill the available positions on the NDAG. The names and qualification package for the nominees are forwarded to the NCSP Manager for review and approval.

5. In case two candidates are tied for one available position, both names and the accompanying qualification packages shall be forwarded to the NCSP Manager who will break the tie.
6. The NCSP Manager reviews the nominating package(s) and appoints the new member(s).
7. The new member(s) will join the NDAG once the NCSP Manager appoints the new member(s).